

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

To approve the payment of unpaid invoices from prior fiscal years for the Senior Center Division of the Health and Human Services Department in FY2019.

Section 64 of Chapter 44 of the Massachusetts General Laws allows for payment of bills incurred in excess of appropriations; and

Said invoices are hereto attached; and

NOW, THEREFORE, IT IS VOTED BY TWO-THIRD (2/3) VOTE AS FOLLOWS:

That the City Council of the City of Lowell hereby accepts and approves payment of unpaid invoices from prior fiscal years for the Senior Center Division of the Health and Human Services Department in FY2019, a copy of which is hereto attached and marked "A".



"A"

The City of Lowell • Health Department
341 Pine Street • Lowell, MA 01851
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www.LowellMA.gov

Brendan Flynn
Deputy Director - Finance Health & Human Services
978.674.1051

Date: June 19, 2019
To: Conor Baldwin, Chief Financial Officer
From: Brendan Flynn, Deputy Director – Finance, Lowell Health and Human Services
Re.: Outstanding Invoices from the Senior Center from Fiscal 2018

Conor,

The Senior Center is requesting that 6 invoices from Fiscal Year 2018 be allowed to be submitted to Auditing for payment using Fiscal 2019 funding. The invoices were uncovered during a review of the Senior Center operations after the departure of the prior Director. They do not appear to have been associated with any Purchase Orders.

The collective amount of these invoices is \$1,691.04. A summary of these is below.

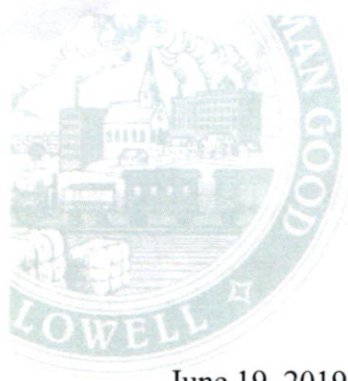
<u>Vendor</u>	<u>Invoice#</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Notes</u>
Dave Garnick	12/22/2017	12/22/2017	\$ 200.00	Christmas Dinner Dance DJ
Dave Garnick	3/16/2018	3/16/2018	\$ 200.00	March Dinner Dance DJ
Dave Garnick	4/20/2018	4/20/2018	\$ 200.00	April Dinner Dance DJ
Ecolab	8287178	1/18/2018	\$ 443.06	Kitchen Sanitation Supplies
Lowell Janitorial Supply	354512	6/11/2018	\$ 147.98	Janitorial Supplies Order
Recalde's	3106	2/18/2018	\$ 500.00	Cleaning of COA Kitchen Exhaust Hood

Invoice Total	\$1,691.04
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If you have any questions, or require any additional information please do not hesitate to ask.

Respectfully,

Brendan Flynn



Eileen M. Donoghue
City Manager

June 19, 2019

Mayor William J. Samaras
And
Members of the Lowell City Council

Dear Mayor Samaras and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to approve the payment of unpaid invoices from prior fiscal years, pursuant to Chapter 44, Section 64 of the Massachusetts General Laws. While sufficient budget exists to cover these expenses from the budget of the Senior Center Division of the Health and Human Services Department in FY2019, an affirmative vote of two-thirds of the legislative body is required to authorize payment.

While this vote is routine in nature and the amount is *de minimis*, it further highlights the need in the city for greater fiscal accountability and a close examination of all internal procedures and controls. The Deputy Director of Health and Human Services has worked closely with the staff at the senior center to identify improvements to procedures that will be recommended to the new COA director for implementation.

Please let me know if there are any questions.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer